



RECORDS RETENTION SCHEDULE

Board of Dentistry

Schedule Date: September 1996



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

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RECORDS RETENTION SCHEDULE

Signature Page

Board of Dentistry

Agency

September 1996

Schedule Date

Unit

Change Date

Sept. 19, 1996
Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Sept. 11, 1996
Date of Approval

Agency Records Officer

Sept. 11, 1996
Date of Approval

State Archivist and Records Administrator
Director, Public Records Division

9-17-96
Date of Approval

Chairman, Archives and Records Commission

9/19/96
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

09/16/96
Date of Approval

Appraisal Archivist

9/16/96
Date of Approval

State/Local Records Branch Manager

9/16/96
Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

9/19/96
Date of Approval

STATE AGENCY RECORDS RETENTION SCHEDULE

Board of Dentistry

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00904	Master Folder of Dentists (May Include: Correspondence, Photos, Application, Annual License Renewal, Test Grade Reports, National Board Card, Examination Work Papers, Evidence of Registration with County Clerk) (Y) KRS 61.878 (1)(a)	This series documents the creation of a folder for the purpose of keeping records of activity on a dentist, while actively licensed in Kentucky. It documents the activity of renewal of licensure, may document the activity of continuing education audit and any disciplinary action. Pursuant to KRS 313.020, every practicing dentist in the Commonwealth must be licensed by the Kentucky Board of Dentistry. The initial registration fee for a G.P. (General Practice) License is \$60, with an annual renewal fee of \$50. The Specialty License fee is \$60, with no renewal fee. The license must be renewed by December 31st of the prior year.	May include: Single record, Original application, National board score card, Dental transcript, Evidence of county registration, Jurisprudence exam, Annual license renewal application. Also may include: Verification of licensure in another state, Proof of an HIV/Aids course, National practitioners data bank report, Specialty licensure application and exam, copy of CPR card, Resumes, Regional test scores, Investigative material and disciplinary actions. Also may include Official Action of Board against Dentist.	Agency: Indefinite	Records Center: NA	Archives Center: Permanent
				Transfer to the State Archives Center five years after becoming inactive		
04600	Master Folder of Hygienists (May Include: Correspondence, Photos, Application, Annual License Renewal, Test Grade Reports, National Board Card, Examination Work Papers, Evidence of Registration with County Clerk) (Y) KRS 61.878 (1)(a)	This series documents the creation of a master folder for the purpose of keeping records of activity on a dental hygienist while actively licensed in Kentucky. Pursuant to KRS 313.310, every practicing dental hygienist must be licensed by the KY Board of Dentistry. A hygienist is someone who assists the dentist in cleaning teeth, making recommendations to the dentist, and in advising patients of preventive measures to ensure protection from diseases and other unsanitary conditions. The initial license fee is \$35 per year, and annual renewal is \$20, and the fees must be paid by December 31st of the prior year. This series documents the activity of renewal of licensure, may contain continuing education audits, and any disciplinary action.	May include: Single record, Original application, National Board score card, Transcript, Evidence of county registration, Jurisprudence exam, and Annual license renewal application. May also contain: Verification of licensure in other states, Proof of HIV/Aids course, National Practitioners data bank report, Copy of CPR card, Resumes, Regional test scores, and Investigative materials and Disciplinary actions. Also may include Official Action of Board against hygienist.	Agency: Permanent	Records Center: NA	Archives Center: NA
				Retain in Agency		
00905	Register of Licensed Dentists (N) NA	This series documents the creation of a register for assigning license numbers to dentists. This information is used to document annual license renewal date and cancellation of license date. It also documents the date of death for a deceased dentist. Each dentist is given a unique license number (G.P. for General Practice) and these numbers are never used again. As of 7-9-96, there have been 7,185 licensed dentists since 1886.	May contain: Name, Licensure date, School and date of graduation, Birthplace, Birthdate, Age, Sex, Height, Weight, Color of eyes, Color of hair, Complexion, and Original application.	Agency: Permanent	Records Center: NA	Archives Center: NA
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Board of Dentistry

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00906	Register of Licensed Dental Hygienists (N) NA	This series documents the creation of a register for assigning license numbers to dental hygienists. It documents annual license renewal dates and date of cancellation of license. It also documents the date of death of deceased dental hygienists. Each hygienist is given a unique license number, and these numbers are never used again. As of 7-9-96, there have been 2,498 licensed hygienists since 1943.	May include: Name, Licensure date, School and date of graduation, Birthplace, Birthdate, Age, Sex, Height, Weight, Color of eyes, Color of hair, Complexion, and Original application.	Agency: Permanent	Records Center: NA	Archives Center: NA
				Retain in Agency		
04601	Register of Licensed Specialists (N) NA	This series documents the creation of a register for assigning license numbers to Specialty Dentists. Pursuant to KRS 313.410, every specialist dentist must be licensed by the Board. Some of these specialties include: oral surgery, orthodontia, and periodontia among others. The Board first began issuing these licenses on June 19, 1952. Any dentist who was practicing specialties before this date, did not have to pass specialty exams to become licensed. They just had to show that they had been practicing these specialties. Presently, a dentist has to pass exams for each specialty desired - and pay the appropriate fees. Each exam and license costs \$60, and a specialty dentist must renew every year, but there is no renewal fee. All subsequent renewals will be in the Master Folder of Dentists (SN 00904). As of 7-9-96, there have been 597 registered specialists since 1952.	May include: Name, School and graduation date, General practice number (G.P. number), Kind of specialty, Date of issuance of license	Agency: Permanent	Records Center: NA	Archives Center: NA
				Retain in Agency		
00912	Scholarship Folders Closed Date: 12/31/1986 (N) NA	CLOSED SERIES: This series documented the process of awarding of scholarships to promote dental practice in rural areas of Kentucky. Pursuant to KRS 211.420, on June 19, 1958, a rural Kentucky dental scholarship fund was established. The Board was charged with administering the law. The funds were appropriated from the General Fund to the Department for Health Services. The original stipend was \$1500 per year, but in 1976, the stipend was increased to \$4500 per year. The Board promulgated the regulations for the scholarship - and determined the recipients. To be eligible, a candidate must have shown that he or she was a KY resident for at least 5 years, was accepted into an accredited dental school, and had a financial need. In addition, the recipient entered into a contract with the Board. This contract bound the student to: within 6 months after end of study term, engaging in the practice of dentistry in a locality designated by the Dental Health Program of the Department for Health Services. The dentist had to practice there for one year for every one year of scholarship. If a student failed to fulfill his or her obligation, they were required to repay the loan, with 6% interest. If a dentist failed to practice in the designated locality, the Board would revoke their Kentucky Dental License. This program was disbanded in 1984 and the last stipend made in 1986 (to allow students to complete studies). In sum, there were 370 scholarships granted, totalling over \$1 million. Only a handful of folders exist - because the students never fulfilled their obligation, and still have not.	May include: Agreement, Letter of acceptance, KY rural dental scholarship map, Application, List of rural dental scholarship counties, Letter of preference from dentist for designated area, List of dentist names and addresses by region	Agency: Indefinite	Records Center: NA	Archives Center: NA
				Destroy two years after fulfillment of contract or repayment		

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Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
00914	Dental Laboratory Technician Registration File (Y) KRS 61.878 (1)(a)	This series documents the creation of a file for the purpose of keeping records of activity on Dental Laboratory Technicians while actively registered in Kentucky. This includes any individual who performs or offers to perform dental laboratory technology and who is classified as such by regulations of the Board of Dentistry. Each dental laboratory technician must register each year. The registration and renewal fee are the same, \$10 each year. This file documents the activity of annual renewal of registration, and may contain any disciplinary action. This is only a register file, and not a license file. Licensed professions require much stricter requirements.	May contain: original application, Annual renewal applications, and any disciplinary action.	Agency: Indefinite	Records Center: NA	Archives Center: NA
				Destroy five years after last renewal		
00915	Dental Laboratory Registration File (N) NA	This series documents the creation of a file to keep records of activity on Dental Laboratories while actively registered in Kentucky. Dental Laboratories include firms or corporations who directly or through an agent, supply or manufacture artificial substitutes for natural teeth or unfinished substitutes that are not normally available through dental supply houses. Each Dental Laboratory must register each year, and is given a unique registration number, that does not change, even if the Laboratory changes its name. The registration and renewal fee are the same, \$50 every year. If a Laboratory fails to renew within a five year period, the registration process starts anew. If the laboratory registers anytime within this five year period, it is handled as a re-instatement, and the original registration number is reassigned. Each Dental Laboratory must have a CDT (Certified Dental Technician), unless the laboratory was in business prior to 1976, and covered under a "Grandfather Clause." This series documents the activity of annual registration, renewal, and may contain any disciplinary action. This is only a registration file, not a license file.	May contain: Original application, Annual renewal application, and any disciplinary action.	Agency: Indefinite	Records Center: NA	Archives Center: NA
				Destroy five years after last renewal		
04602	Applications for Licenses (Not Accepted) (Y) KRS 61.878 (1)(a)	This series documents the applications for a dental license, that are not accepted. There are very few people that are not granted licenses, and most of these are because the qualifications are not met. However, they can also be turned down if they have had problems in other states, which would show up on the National Practitioners Data Bank Report. The Board makes the decision whether to accept or deny. These results are recorded in the Board Minutes (M0008)	May include: Original application, Board scores, Verification of licensure from other states, Letters of reference, Proof of HIV/Aids courses, Transcripts, National practitioners data bank report, Resumes, and Regional test scores	Agency: 2 years	Records Center: NA	Archives Center: NA
				Destroy		